PPM Project Status Indicator Settings Guidelines

Indicator	Green	Yellow	Red	Gray
Overall	All "triple constraint" (Phase Milestones, Phase Cost, Project Scope) status identified, no more than 1 of the "triple constraints" are yellow (and none are red)	(2 or more of the "triple constraints" (Milestones, Cost, Scope) are Yellow) or (1 or more of the "triple constraints" is red)	(2 or more of the "triple constraints" (Milestones, Cost, Scope) are Yellow) or (1 or more of the "triple constraints" is red) for more than one month with no approved corrective action in place	Insufficient information to make an assessment determination
Project Funding (TCO)	"Fully funded" risk answer	"PARTIAL funding" risk answer	"No funding" or "TBD" answer	Insufficient information to make an assessment determination
Phase Cost *	"Actual to Date" + "Estimate to Complete" for current workflow phase* <= Total Approved Phase Budget + 5%	"Actual to Date" + "Estimate to Complete" for current workflow phase* > Total Approved Phase Budget from 5 -10%	"Actual to Date" + "Estimate to Complete" for current workflow phase* > Total Approved Phase Budget by more than 10%	Insufficient information to make an assessment determination
Project Scope	Based on Full Function Business Functional Requirements status answer = "Yes"	Based on Full Function Business Functional Requirements status answer = "No"	N/A	Insufficient information to make an assessment determination
Phase Milestones	Milestones are identified based on phase schedule and scope	Milestones are not identified or do not reflect the phase scope and schedule	Milestones are not identified or do not reflect the phase scope and schedule for more than one (1) month	Insufficient information to make an assessment determination
Project Staff Utilization	Actual hours for the project vary (+/-) from approved plan to date hours for the project by < 10%	Actual hours for the project vary (+/-) from approved plan to date hours for the project by 10 – 15%	Actual hours for the project vary (+/-) from approved plan to date hours for the project by > 15%	Insufficient information to make an assessment determination

Project Issue and Risk Management	All identified issues and risks have corrective action plans and target dates defined	Some issues and risks do not have corrective action plans and target dates defined within 1 month of identification	Some issues and risks do not have corrective action plans and target dates defined for longer than 1 month after identification	Insufficient information to make an assessment determination

NOTES:

- The definitions above are a **guideline** for the EPMO QA staff to be used in project assessment activities.

- All indicators will be set **manually**.

- For **Individual Categories**:

  - Yellow Indicator for an individual category implies there is something for the project manager to address.
  - Yellow Indicator for an individual category that has reporting inconsistencies to address (e.g., phase budgets do not agree, phase hours do not total correctly from month to month).
  - Red Indicator for an individual category implies there is a problem that requires written corrective action plan to EPMO by the next status.
  - Gray Indicator for an individual category implies there is insufficient information to make an assessment determination.

- For **Overall Category**:

  - Yellow Indicator results in PMA notification to the Project Manager. The PM will have ten (10) working days to schedule a project review meeting with the EPMO Director, PMA, and QA. If a meeting is not scheduled, or a satisfactory corrective action plan is not identified in the meeting, formal written notification of the "needs attention" classification will be made by the EPMO Director to the Agency CIO, Project Sponsor, and the Project Manager. A formal written response, from the Agency CIO to the EPMO Director, will be required to identify an approved corrective action plan that addresses the individual "triple constraint" categories that are not green.
  - Red Indicator results in notification to SCIO and the Agency head. Requires approved corrective action plan from agency to SCIO that addresses the individual "triple constraint" categories that are not green.
  - Gray Indicator for a triple constraint (Milestones, Cost, or Scope) for one month is yellow and for a second month is red.